

2016 ROCK THE PARK CONCERT & MOVIE SERIES

VENDOR APPLICATION

JUNE – AUGUST

The City of Durham Parks and Recreation Department (DPR) present a series of outdoor concerts and movies to take place at various parks around Durham, NC.

We are seeking a variety of Mobile Food Units or Push Cart Peddlers to satisfy the needs of the attendees at the various parks.

Concert and Movie Dates

Schedule is subject to additions and/or deletions.

June 11	Concert at Duke Park	6-8PM
June 25	Movie at Durham Central Park	8:30-10:30PM
July 9	Concert at Rock Quarry Park	6-8PM
July 23	Movie at Durham Central Park	8:30-10:30PM
August 6	Concert at Southern Boundaries Park	6-8PM
August 20	Movie at Durham Central Park	8:30-10:30PM

FOOD VENDOR SELECTION

Vendors for the concerts and movies will be selected upon a first come first served basis with consideration for a variety of offerings. There will be no more than one or two food vendors at any specific event. Mobile food units or push cart peddlers are required.

RENTAL SPACE REGULATIONS

1. No Temporary Food Establishments (TFEs) are permitted.
2. Food and Beverage units will be provided a space for their truck or push cart and all vendor equipment (e.g. displays, stands, tables, and supplies).
3. Application Fee per unit:

Vendor Application Fee (non-refundable)

City Resident Fee	\$25.00
Non-City Resident Fee	\$30.00

- Payment Options: Cash, Money Order, Check, MasterCard, American Express, or Visa
 - Write Checks or Money Orders to: City of Durham
4. Spaces will be assigned by a DPR Event Coordinator prior to the event. The Event Coordinator will be on-site during setup to insure vendor is set-up as assigned.

REQUIREMENTS

Vendors must meet all of the requirements listed below in order to be considered. Incomplete applications or missing permits may delay or cause your application to be denied.

INSURANCE

- ☐ **EVENT INSURANCE:** The City of Durham requires all food vendors to obtain their own event insurance with combined single limit not less than \$1,000,000 per occurrence. An **original** insurance certificate must state the “CITY OF DURHAM” as additional certificate holder and must be included with this application.

INSPECTIONS

- ☐ **HEALTH DEPARTMENT REQUIREMENTS:** It is the responsibility of each food vendor to comply with the Durham County Health Department guidelines (919-560-7800).

SET-UP/LOAD-IN AND BREAK-DOWN/EXIT

Set-up/Load-In

- Vendors must set-up/load in for events 1 ½ hours prior to the scheduled event start.
- All set-up/load-in must be completed and all vehicles must be removed from the area within 1 hour prior to the start of the event.
- Vendors are required to be ready to serve by the scheduled start time of the event.
Example: for events beginning at 5:30 p.m., vendors must load-in between 4 p.m. and 4:30 p.m. into designated spaces and must have all vehicles removed by 4:30 p.m. All vendors are required to be ready to serve by 5:30 p.m.

Break-down/Exit

- Vendors will only be allowed to break down and exit the event after the event site has been cleared and the coordinator has instructed vendors that they are free to retrieve their vehicle and proceed with breakdown.
- Vendors need to be prepared to stay throughout the duration of the concert or movie, including delays for rain.

UTILITIES, SOLID WASTE & CONSERVATION

- The City of Durham will not provide electricity to vendors. Generators are permitted for electrical needs.
- No water or sewer is provided.
- Trash receptacles and recycling containers are provided by the City of Durham.

RAIN PROCEDURE

Vendors should be prepared in the case of light rain to cover your rental space with plastic covers. In the case of heavy rain or storms, the festival coordinator will consider and determine suspension or cancellation or relocation of the event. **REMINDER: Unless otherwise specified, the Rock the Park concerts and movies have no rain dates or rain locations!**

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www.DPRPlayMore.org

Applications will be accepted during the hours of 9 a.m. until 5 p.m., Monday through Friday
until two weeks prior to the event

Return Application By Mail to:

Durham Parks & Recreation
Attn: Rock the Park Series
101 City Hall Plaza
Durham, NC 27701

or

Return Application in Person:

Parks and Recreation Department
400 Cleveland Street
Durham, NC 27701

If you have questions about this application or about vendor regulations, contact Tina Chavis,
Special Events Coordinator, at 919-560-4355 or by email: Tina.Chavis@durhamnc.gov

SPACE IS LIMITED!

*To ensure variety, diversity and quality, event organizers will select food vendors who meet their
needs, which can vary from event to event. Please provide detailed information to enhance your
consideration for selection.*

Please write legibly

Name_____

Business Name/Organization_____

Address_____City_____State_____Zip_____

Telephone: Home_____Work_____Mobile_____

E-Mail Address_____

NC Sales Tax I.D. Number _____

Tax Employee Identification Number (EID) _____

DPR Food & Beverage Vendor Descriptions:

Have you operated at another DPR (Durham Parks and Recreation) sponsored event? If yes, list
event(s): _____

Through permits issued, you are considered a:

☐ Peddler- push cart

☐ Mobile Food Unit

☐ Other_____

Menu items and prices:

Item_____	Price: \$_____
Item_____	Price: \$_____
Item_____	Price: \$_____
Item_____	Price: \$_____
Item_____	Price: \$_____
Item_____	Price: \$_____
Item_____	Price: \$_____
Item_____	Price: \$_____

Beverages:

Item_____	Price: \$_____
Item_____	Price: \$_____
Item_____	Price: \$_____

RENTAL EQUIPMENT

No rental equipment will be provided to the vendor. Vendor must provide all required equipment.

OPERATOR NAMES

Event staff and volunteers will not be allowed to oversee your booth at any time. Name(s) of Individual(s) that will be operating your rental space:

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I hereby affirm that I understand that The City of Durham, nor its employees, volunteers or sponsors shall bear any responsibility for damage to or loss of my property at the event site. Furthermore, I release and hold harmless the City of Durham, its employees, contractors, volunteers and sponsors from any liability for personal injury or loss of life arising out of or relating to my participation in these events of the distribution of product and services. Furthermore, I have read and understand all the rules and regulations contained in the application form, I agree to comply with all event rules and regulations, and will support the City of Durham's efforts to reduce, reuse, and recycle.

Signature: _____ **Date:** _____

DPR/Rock the Park Application: revised 12/2015

For Office Use Only

Date Rec'd: _____

By Mail_____ In Person_____

Approved_____ Denied_____